



## INSURANCE, SENIOR EXAMINER

### Characteristics of Work

This position involves the incumbent to regulate financial solvency of insurance companies per the Mississippi Insurance Laws and Regulations, the National Association of Insurance Commissioners (NAIC) Examiners Handbook, and the Mississippi Insurance Department Policies and Procedures manual for the purpose of protecting Mississippi policyholders.

### Examples of Work

**Examples of work performed in this classification include, but are not limited to, the following:**

Analyzes annual statements, actuarial opinions, management discussion and analysis, Security Valuation Office (SVO) certificates, holding company system filings, independent audit reports, quarterly statements, examinations reports, available NAIC reports such as Insurance Regulatory Information System (IRIS) and Regulatory Information Retrieval System (RIRS), and any other document containing pertinent information.

Researches computer software and capabilities.

Evaluates current computer systems and future needs of output.

Designs and develops computer programs to analyze data for certain computer output.

Updates current Work programs for changing needs.

Communicates with the general public, Mississippi policyholders, and insurance company officials to furnish financial and other information on insurance companies by using telephone, letters, and/or financial statements/reports. This is all done in accordance with Mississippi Insurance Department Procedures and Insurance Laws.

Implements and enforces agency policies, procedures, plans, and decisions.

Promotes high standards and confidentiality.

Performs related or similar duties as required or assigned.

### Essential Functions

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Analyzes financial statement of insurance companies authorized to write business in Mississippi for financial solvency and statutory legality.
2. Develops and maintains computer automated systems.
3. Communicates through telephone inquires and correspondence.

4. Supports agency policy and procedures.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Light Work:** May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Field of Vision:** Ability to observe an area up or down, left or right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

**Accommodation:** Ability to adjust focus.

**Color Vision:** Ability to identify colors.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

**Motor Coordination:**

While performing the duties of this job, the incumbent is regularly required to sit, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms. The incumbent is frequently required to stand and walk. The incumbent is occasionally required to climb or balance and stoop, kneel, crouch, or bend.

**Experience/Educational Requirements:**

**Education:**

A Master's Degree from an accredited four-year college or university in Accounting, Business Administration, or a related field,

**AND**

**Experience:**

Four (4) years experience in professional level financial auditing and/or accounting;

OR

**Education:**

A Bachelor's Degree from an accredited four-year college or university in Accounting, Business Administration, or a related field,

AND

**Experience:**

Five (5) years experience in professional level financial auditing and/or accounting.

**Substitution Statement:**

A Certified Public Accountant (CPA) may be substituted for two (2) years of experience.

**Required Document:**

Applicant must attach a copy of his/her Certified Public Accountant certificate.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.